

OVERVIEW OF BUDGET

DEPARTMENT: CLERK OF THE BOARD
CLERK OF THE BOARD: J. RENEE BASTIAN
BUDGET UNIT: AAA CBD

I. GENERAL PROGRAM STATEMENT

The Clerk of the Board of Supervisors takes official minutes of all meetings of the Board of Supervisors, maintains the files for all actions of the Board, and distributes copies of orders and directives of the Board to appropriate agencies and members of the public; schedules, prepares, and distributes the board agendas; prepares, publishes, and distributes the fair statement of all proceedings before the Board of Supervisors; serves the Assessment Appeals Board and the various building and joint powers authorities, CoRDA and CoIDA and the Handicap Authority; gives notice of the hearings and disperses direction of particular boards; publishes and distributes the County Code, supplements, and ordinances; maintains the roster of all committees, commissions, and public agencies, and maintains conflict of interest files for county departments, committees, commissions, and public entities.

II. BUDGET & WORKLOAD HISTORY

	Actual 2001-02	Budget 2002-03	Actual 2002-03	Budget 2003-04
Total Appropriation	835,909	931,793	760,694	912,389
Total Revenue	82,285	95,675	75,880	62,500
Local Cost	753,624	836,118	684,814	849,889
Budgeted Staffing		15.0		14.0
<u>Workload Indicators</u>				
Board Agenda Items	3,598	3,500	3,697	3,700
Assessment Appeals	2,454	3,500	2,073	2,700
Licenses	125	300	143	320
Notices of Determination/Exemption	489	1,550	939	900
Resolutions	309	600	280	350
Conflict of Interest Filings	1,103	1,500	1,029	1,250
Customer Service Hours	5,000	5,000	5,000	5,000

Expenditures for 2002-03 were less than appropriations due to several vacant positions, delays in hiring, an employee on disability leave, and reduced expenditures of services and supplies. Revenue was under budget due to the loss of state SB90 revenue and the over-estimation of the first year of collections of fees for Notices of Determination/Exemption.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Included in base budget was the deletion of 2.0 positions (1.0 Administrative Clerk II and 1.0 Chief Deputy Clerk) that were included in the 4% Spend Down Plan and a portion of the 30% Cost Reduction Plan that was implemented.

During the budget workshops the 1.0 Chief Deputy Clerk eliminated in the 30% Cost Reduction Plan was added back as an approved policy item.

PROGRAM CHANGES

The fee for providing supplements to the County Code was deleted since it was no longer used. There was no impact to the budget.

CLERK OF THE BOARD

GROUP: Administrative/Executive
DEPARTMENT: Clerk of the Board
FUND: General AAA CBD

FUNCTION: General
ACTIVITY: Legislative and Administration

	2002-03 Actuals	2002-03 Approved Budget	2003-04 Board Approved Base Budget	2003-04 Board Approved Changes to Base Budget	2003-04 Final Budget
Appropriation					
Salaries and Benefits	611,984	755,551	686,097	72,454	758,551
Services and Supplies	135,237	162,769	146,588	(8,021)	138,567
Central Computer	13,473	13,473	12,670	-	12,670
Transfers	-	-	(331)	2,932	2,601
Total Appropriation	760,694	931,793	845,024	67,365	912,389
Revenue					
Licenses & Permits	39,630	28,000	28,000	6,000	34,000
Current Services	5,406	2,475	2,475	1,025	3,500
State, Fed or Gov't Aid	(1,256)	20,000	-	-	-
Other Revenue	32,100	45,200	45,200	(20,200)	25,000
Total Revenue	75,880	95,675	75,675	(13,175)	62,500
Local Cost	684,814	836,118	769,349	80,540	849,889
Budgeted Staffing		15.0	13.0	1.0	14.0

Total Changes Included in Board Approved Base Budget

Salaries and Benefits	(14,700)	4% Spend Down Plan - replace Administrative Clerk II with Clerk II position.
	20,448	MOU.
	34,377	Retirement.
	806	Risk Management Workers Comp.
	(110,385)	30% Cost Reduction Plan - delete 1.0 Clerk II and 1.0 Chief Deputy Clerk.
	<u>(69,454)</u>	
Services and Supplies	(18,745)	4% Spend Down Plan.
	2,564	Risk Management Liabilities.
	<u>(16,181)</u>	
Central Computer	<u>(803)</u>	
Transfers	<u>(331)</u>	Incremental change in EHAP.
Revenue		
State, Fed or Gov't Aid	<u>(20,000)</u>	SB90 revenue loss.

Total Appropriation Change	(86,769)
Total Revenue Change	(20,000)
Total Local Cost Change	(66,769)

Total 2002-03 Appropriation	931,793
Total 2002-03 Revenue	95,675
Total 2002-03 Local Cost	836,118

Total Base Budget Appropriation	845,024
Total Base Budget Revenue	75,675
Total Base Budget Local Cost	769,349

CLERK OF THE BOARD

Board Approved Changes to Base Budget

Salaries and Benefits	(7,824)	Adjustment for savings in benefits.
	80,278	Addition of 1.0 Chief Deputy Clerk as policy item.
	<u>72,454</u>	
Services and Supplies	(5,351)	Cumulative reduction in various services and supplies.
	(2,932)	GASB 34 Accounting Change (EHAP)
	262	Supplies for additional Chief Deputy Clerk.
	<u>(8,021)</u>	
Transfers	2,932	GASB 34 Accounting Change (EHAP).
Total Appropriation	<u>67,365</u>	
Revenue		
Licenses & Permits	<u>6,000</u>	Increase in licenses & permits revenue to reflect actual trends.
Current Services	<u>1,025</u>	Increase in other miscellaneous services revenue to reflect actual trends.
Other Revenue	<u>(20,200)</u>	Adjust Notices of Determination/Exemption fees to reflect actual collections.
Total Revenue	<u>(13,175)</u>	
Local Cost	<u>80,540</u>	